

CLASS TITLE: APPLICATIONS COORDINATOR

Class Code: 02462500

Pay Grade: 20A

EO: F

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To coordinate, receive and review applications for fulfillment of requirements before processing by the staff of Coastal Resources Management Council and hearings before full Council; to assume the duties and responsibilities of collection of application and other fees as required, certification of records, files, schedule public hearings of the full council provide photography and videography of site applications pending before CRMC; and to do related work as required.

SUPERVISION RECEIVED: Works under the Administrative Direction of Commissioner and Assistant Commissioner of the Coastal Resources Management Council with the latitude for the exercise of independent judgement; work is subject to review through consultations and submitted reports for laws, rules and regulations and departmental policies and objectives.

SUPERVISION EXERCISED: None.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To perform initial screening, sorting, and reviewing of all applications and requests being submitted by applicants to the Coastal Resources Management Council for state assent.

To confer with the departments engineers and biologists and other technical staff regarding pending applications.

To plan, organize, and coordinate the flow of forms and documents from application to assent.

To assist the Executive Director and Assistant Commissioner in handling of public hearings relative to Rights-of-Ways, policies, regulations, and contested applications from advertising of public notices, to completeness and accessibility of pertinent information at hearings, meetings, etc.

To control the maintenance of CRMC files relative to operations and to supervise archiving of CRMC official records.

To perform duties as keeper of records.

To attend meetings as required.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGE, SKILLS AND CAPACITIES: A thorough knowledge of the principles, practices, and techniques pertaining to the application process of CRMC's resource management and environmental program; knowledge of Federal and State laws relating to the Coastal Resources Management Council Natural Resources and environmental programs; the ability to apply such knowledge of the application process of the operating division; identify problems and work creatively to improve them the ability to maintain effective relationship's with associates or with public and private officials and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation of a credited high school or GED equivalent.

Experience: Such as may have been gained through: experience in a responsible Administrative position involving governmental applications operations in the fields of Natural Resources, environmental management and or planning; or any combination of education and experience that shall be substantially equivalent to the above education and experience.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: July 25, 1993

Editorial Review: 3/15/03